

How to Customize an NRCS Career Planner

For States, Divisions, & Centers



At the top of an unlocked career planner, click the **Add State-Specific Information** button.

You will be taken to a page that provides the following two buttons. The button on the left has one function (A) and the button on the right has two functions (B and C).

Add Tools and/or Resources to an Existing Task

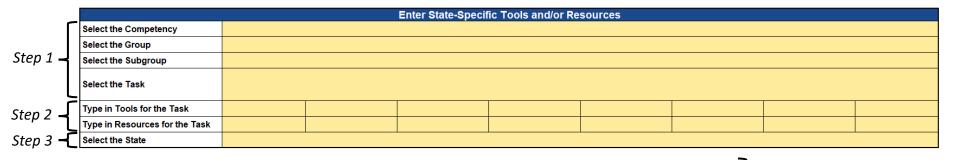
Add State-Specific Task / Import Previously Added State-Specific Tasks

C

If it's yellow, it's for you!

Within a career planner, a yellow box always indicates a field where you can type in text or select an option from a drop-down menu.

- Add Tools and/or Resources to an Existing Task Use this function to add tool(s) and/or resource(s) to an existing national task.
- **Step 1:** Select the competency, group, subgroup, and task, in this order, associated with the tool(s) and/or resource(s) from the first four drop-down menus in the yellow boxes.
- **Step 2:** Type in the tool(s) and/or resource(s) associated with the task in the appropriate yellow boxes (see the *Tools & Resources* page for examples).
- Step 3: Select the state associated with the task from the drop-down menu.
 - Note: Up to ten (10) areas/teams are available for each state and are included in the Select the State drop-down.
- Step 4: Click the blue Add Tools and/or Resources to an Existing Task button under the table to add the tool(s) and/or resource(s) to the career planner.

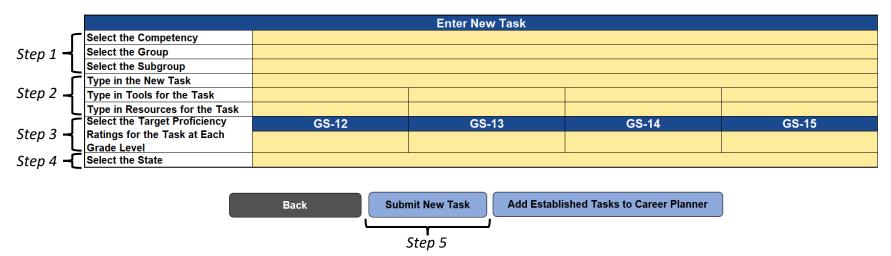






Add State-Specific Task – Use this function to add a task that is specific to a state.

- **Step 1:** Select the competency, group, and subgroup, in this order, associated with the task from the first three drop-down menus in the yellow boxes.
- **Step 2:** Type in the new task as well as any tool(s) and/or resource(s) associated with the task in the appropriate yellow box (see the *Tools & Resources* page within the career planner for examples).
 - Note: Tools and resources do not align with grade levels.
- Step 3: Select target proficiency level ratings for each GS level from the drop-down menus. Reference the *Key Definitions & Target Ratings* page to review the proficiency scale and proficiency level definitions and select the proficiency level needed to successfully perform the task at each GS level.
- **Step 4:** Select the state associated with the task from the last drop-down menu.
 - Note: Up to ten (10) areas/teams are available for each state and are included in the Select the State drop-down.
- **Step 5:** Click the **Submit New Task** button at the bottom of the page to add the task to the career planner.





Import Previously Added State-Specific Tasks – Use this function to import state-specific tasks from a previous career planner.

- **Step 1:** Open the previous version of the planner with additional tasks, as well as the new version of the planner with only national level tasks.
- Step 2: On the PREVIOUS version of your planner, click the button labeled Add Established Tasks to Career Planner.
- Step 3: Navigate to this same page on the NEW version of the planner and click the button labeled Update New Career Planner.



Natural Resources Conservation Service